

AUXILIARY OPERATIONS / STUDENT ACTIVITIES DEPOSIT LISTING / CASH COLLECTION REPORT



ENGAGE - CHALLENGE - INSPIRE

Date: _____
 School: _____
 Account Name: _____ Account #: _____
 Event & Date of Event: _____
 Club Officer/Sponsor: _____

<p>CURRENCY</p> <p style="padding-left: 40px;">100'S _____</p> <p style="padding-left: 40px;">50'S _____</p> <p style="padding-left: 40px;">20'S _____</p> <p style="padding-left: 40px;">10'S _____</p> <p style="padding-left: 40px;">5'S _____</p> <p style="padding-left: 40px;">2'S _____</p> <p style="padding-left: 40px;">1'S _____</p> <p style="padding-left: 20px;">TOTAL CURRENCY _____</p> <p>COIN</p> <p style="padding-left: 40px;">Pennies _____</p> <p style="padding-left: 40px;">Nickels _____</p> <p style="padding-left: 40px;">Dimes _____</p> <p style="padding-left: 40px;">Quarters _____</p> <p style="padding-left: 40px;">Halves _____</p> <p style="padding-left: 40px;">Dollars _____</p> <p style="padding-left: 20px;">TOTAL COIN _____</p>	<p>RECEIPT BOOK SUMMARY</p> <p>Beginning Number: _____ Ending Number: _____</p> <p>Last Number Used: _____</p> <p>Quantity Sold: _____ Price \$ _____</p> <p>Total Sales (Quantity X Price) \$ _____</p> <p>Less Net Collection \$ _____</p> <p>Cash Overage (Shortage) \$ _____</p> <p>Total Deposit \$ _____</p> <p>Reason for Overage (Shortage) _____ _____ _____</p> <p>Change Fund, Receipts & Cash Collections Received By: _____ Student Activity Coordinator or Designee</p> <p>_____</p> <p>Date _____</p>
<p>CHECK # AMOUNT</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>TOTAL CHECKS _____</p> <p>TOTAL DEPOSIT _____</p>	

COUNTED BY: _____ VERIFIED BY: _____
 DISTRICT OFFICE: _____

